

# *2011*

# *MOBILIZATION PLAN*



*County Assistance Team*  
*(CAT)*

***NELO***

***ELO***

***SLO***

***DNRC***

***Montana County FireWardens***

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**APPENDIX - TEAM ROSTER**

## AUTHORITIES

1. Montana Codes Annotated

Chapter Natural Resources General

Part 1. Protection From Fire

*Resources and Conservation shall adopt rules to protect the natural resources of the state, especially the natural resources owned by the state, from destruction by fire and for that purpose, in emergencies, may employ personnel and incur other expenses, when necessary.*

2. Cooperative Fire Management Agreement

Between the U.S. Department of the Interior, National Park Service and Bureau of Indian Affairs – Portland and Billings Areas; U.S. Fish Wildlife Service – Rocky Mountain Region; U.S. Forest Service – Northern Region; and the State of Montana Department of Natural Resources and Conservation

3. Montana Emergency Operations Plan - All Hazard Response: DNRC has been designated as the lead agency under the Montana Emergency Operations Plan for coordinating response to wildland and structural fires within the State of Montana. In addition, DNRC is the designate lead agency for Dam Failures. DNRC has been designated as a supporting agency for the following functions within the Montana Emergency Operations Plan:

- Coordination
  - Financial Management
  - Public Information
- Communications
- Damage Assessment
- Food Distribution
- Technical Assistance - Provide Incident Command & Incident Advisory personnel to assist in managing large scale operations. *[Technical Assistance]*<sup>1</sup>
- Drought
- Hazmat
- Other Disasters
- Continuity of Government

**CHARTER  
MONTANA  
COUNTY ASSISTANCE TEAM (CAT)  
BOARD OF DIRECTORS**

**A. MEMBERSHIP**

The County Assistance Team (CAT) will be managed by a Board of Directors (Board) representing Eastern Land Office, Northeastern Land Office, Southern Land Office, Fire & Aviation Management Bureau, and the Montana County Firewardens Association. The CAT is dispatched when a county or agency can no longer manage an incident with current resources. When a situation outside of a wildland emergency (All Hazard) arises, it will be handled through established DNRC policies and procedures.

**Montana County Firewardens Association**

Montana County Firewardens Assn.	Rick Seidlitz
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**DNRC Eastern Land Office**

Area Manager	Chris Pileski
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**DNRC Northeastern Land Office**

Area Manager	Clive Rooney
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**DNRC Southern Land Office**

Area Manager

**DNRC Fire & Aviation Management Bureau**

DNRC Suppression Supervisor	John Monzie
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**B. GOALS**

The Board will be an active, decisive body that will represent the State and local governments and provide liaison with the federal government, all of which are the primary users of, and providers of, personnel to the CAT.

The Board will support and provide oversight to the operations of the team.

**C. OBJECTIVES**

1. The Board will ensure that qualified individuals are nominated for team membership and that those selected are provided with adequate training and support to be available for and perform the position for which they have been assigned on the CAT.
2. The Board will ensure that a qualified individual is selected for the position of Incident Commander (IC) on the team.
3. The Board will ensure that team performance meets the expectations for Type III Incident Management Teams and is responsive to user need and direction.
4. The Board will support the coordination of the CAT in all aspects of management and support.
5. The Board will acknowledge and represent issues of team management. The team will primarily be used in Eastern Montana within NELO, SLO, and ELO. The team is willing to help outside of ELO/NELO/SLO in certain circumstances, but because of several limitations those times would be exceptionally rare. The CAT is a local, regional team and is not set up to move or operate outside of its normal response area.

**D. OPERATING PROCEDURES**

1. The Board will have equal authority vested to each member.
2. The Board members will endeavor to meet and participate at each of the semi-annual team meetings (pre- and post-season). Otherwise, the Board will convene when matters of team business require. Any Board member or the Incident Commander may call for a meeting of the Board for any purpose associated with the operation of the Team. The person calling for the convention may determine the most appropriate method to accomplish the business at hand (e.g., meeting, conference call) and will facilitate.
3. The Board will annually review and approve the team's Mobilization Plan.
4. The Board is responsible for selection of the IC. The IC is responsible for selection of team members with Board approval.

5. The Board will review team performance evaluations, provided by the IC, for each assignment and make recommendations for corrective procedures and acknowledge positive performance accordingly.
6. The Board will call for and review nominations for the position of Team Coordinator and select the individual to serve that role when the vacancy occurs.
7. Issues that come before the Board that cannot be resolved will be formally moved forward to the Chief of the Fire & Aviation Management Bureau, Montana DNRC, for appropriate action.
8. The Board, along with the three Fire Program Managers, will determine the need for and location of, and will facilitate coordination among the three land offices for:
  - A: Mid-winter team meeting to be held the second weekend of March of each year.
9. The Board, along with the three Fire Program Managers will facilitate coordination among the three land offices for the yearly CAT Camp, to be rotated as follows:
  - 2011: Within ELO.
  - 2012: Within SLO.
  - 2013: Within NELO.

## **TEAM OBJECTIVES**

- Assist with complete management of the incident on or before the beginning of the next day's operational period following call-up, or as agreed upon during in-briefing.
- Conduct all activities in a manner which ensures the safety of all personnel and the general public.
- Manage the incident in an economical manner.
- Provide training opportunities for qualified local and state government personnel.



## **TEAM PROCEDURES**

### **General**

Each team member shall, during periods of high fire danger, make themselves available, as much as possible, for assignments through the major portion of the summer. During the remainder of fire season, availability should be as reasonable as possible.

### **Responsibilities – Agency Administrator/Line Officer**

- Retains ultimate responsibility for the control of the incident, including mobilization and demobilization of the forces, equipment, supplies, etc. Provides briefing for team on arrival and debriefing on their departure. Provides team with an initial team briefing, including Agency Administrator objectives.
- Delegates authority to manage or assist with the incident to the Incident Commander and may appoint a County Fire Advisor (CFAD) to work with the team.
- Establishes and coordinates incident management objectives with the Incident Commander and assures the objectives are included in the management of the incident.
- Provides procedures for release of information to the news media and concerned public.
- Is responsible for and participates in the assessment of the team performance and effectiveness. Annually the Board shall evaluate the CAT dispatch program as it pertains to the dispatch, mobilization and demobilization of the team, as well as team performance. The Board is responsible for setting the time, date and agenda.
- The hosting Land Office will route Performance Evaluations to other appropriate Land Offices and Board members.

### **Responsibilities – Command/General Staff Members**

- CAT is responsible to the Agency Administrator(s) of DNRC FAMB, ELO, NELO, and SLO.
- 
- Notify the Team Coordinator of unavailability longer than twenty-four hours during periods of extreme fire danger. If the Team Coordinator is not available, contact your IC. If the IC is unavailable, notify the Land Office within which the individual is based.

The IC shall provide agenda and times to the Board prior to seasonal and post-seasonal meetings.

- The Command and General Staff must have at least the following positions:
  - Finance/Administration Section Chief
  - Logistics Section Chief
  - Operations Section Chief

- Planning Section Chief
- Safety Officer (SOF3)
- Public Information Officer
- Liaison Officer
- **REQUIRED TRAINING FOR T3 IMT IC:**
  - Extended Attack Incident Commander (S-300)
  - Introduction to Wildland Fire Behavior Calculations (S-390)
  - Annual Fireline Safety Refresher (RT-130)
  - Incident Leadership (L381)
  - Command and General Staff (S420)
- **REQUIRED EXPERIENCE FOR T3 IMT IC**
  - Satisfactory performance as an Incident Commander Type 4 (ICT4)
  - +
  - Satisfactory performance as a Task Force Leader (TFLD)
  - +
  - Successful position performance as an Incident Commander Type 3 (ICT3) on a wildfire incident
  - **OR**
  - Satisfactory position performance as an Incident Commander Type 4 (ICT4)
  - +
  - Satisfactory performance as any Strike Team Leader (STCR, STDZ, STEN, STPL)
  - +
  - Satisfactory performance in any two Single Resource Boss positions (one must be CRWB or ENGB)
  - +
  - Successful position performance as an Incident Commander Type 3 (ICT3) on a wildfire incident
- **PHYSICAL FITNESS LEVEL FOR T3 IMT IC**
  - None Required
- **OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY (T3 IMT IC)**
  - Division/Group Supervisor (DIVS)
  - Prescribed Fire Burn Boss Type 1 (RXB1)
  - Task Force Leader (TFLD)
  - Any Strike Team Leader (STCR, STEN, STDZ, STPL)
  - Any higher position for which this position is a prerequisite
- **OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS;**
  - Advanced Incident Management (S-520)
  - Complex Incident Management Course (CIMC)
- Command/General Staff to maintain fire qualifications. Candidates for the team must meet all the prerequisites of training, experience. The basic requirements are set forth in the National Wildfire Coordinating Group (NWCG) publication, “WILDLAND AND PRESCRIBED FIRE QUALIFICATION SYSTEM GUIDE, 310-1” and the DNRC “1100 Manual – Wildland Fire Management Training –

Standards and Guidelines unless otherwise specified. Qualifications are intended for an organized, Type 3 full team environment.

- Provide incident training assignments for trainee opportunities with priority of local government and DNRC personnel.

### **Responsibilities – Deputy IC**

- The Deputy shall assist the IC in any duties that need to be filled.
- In the absence of the IC, the Deputy shall have the right/power to accept an assignment on behalf of the team.

### **Responsibilities - Board Of Directors**

- Approve selection of team members.
- Resolve issues that cannot be resolved by the IC or between the team and any other entity.
- Review the mobilization plan. Make any necessary updates and approve the final plan.

### **Responsibilities – Team Coordinator**

- Maintain list of availability and status of team members during periods of high fire danger.
- Notify each team member of dispatch order.
- Maintain list of alternates and trainees and call as needed.
- Notify Eastside Area Managers (NELO, ELO and SLO) of CAT dispatch.
- Team Coordinator will be a two-year term with a Deputy Coordinator being appointed to assist or take over in the absence of the Coordinator.

## **COUNTY ASSISTANCE TEAM**

### **Command/General Staff**

Members consist of an Incident Commander, Deputy Incident Commander, Operations Chief, Planning Chief, Logistics Chief, Finance Chief, Safety Officer, two Division Supervisors, Incident Information Officer, liaison officer, units staffed as needed, and trainees. Coaching and trainee positions will be negotiated with hosting agency and added as needed.

### **How to Request a Team**

1. The County Firewarden/Agency calls the Area Fire Program Manager (FPM) to request the CAT.
2. The Area FPM makes a recommendation to the Area Manager.
3. The Area FPM notifies the IC.
4. The IC accepts or rejects the dispatch based on member availability, the ability to field a cohesive team, probable length of assignment, where the incident is occurring, complexity considerations, fire conditions, other ongoing activity likely to affect ELO/NELO/SLO, input from ELO/NELO/SLO/FAMB and section supervisors, or any other input deemed appropriate. The same criteria are used for every request.
5. The IC calls the Team Coordinator.
6. The Team Coordinator contacts the Miles City Interagency Dispatch Center Manager.
7. The Team Coordinator advises the local dispatch center to develop a resource order and advise incident of ETA for the CAT, but that notification of team members for the dispatch assignment will be accomplished by the Team Coordinator utilizing Miles City Interagency Dispatch Center.
8. FPM notifies the Fire and Aviation Management Bureau Chief.
9. The DNRC Agency Administrator ordering the team should furnish the following information:
  - a. Name of incident.
  - b. Incident ORG Center(fire)number.
  - c. Location of incident.
  - d. Resource order numbers (minimum of 9 – O#s for core team plus 4 trainee O#s).
  - e. Designated assembly point.
  - f. Estimated time of briefing.
  - g. Any other pertinent information.
  - h. Incident Commander may be requested to call the ordering agency.

## **Developmental/Trainee Positions**

The number of additional developmental positions to be filled will be determined by the Incident Commander on the incident with the concurrence of the Agency Administrator. A list of available resources will be provided.

The intent of the developmental position is to provide "on-the-job" training and assurance that future qualified personnel will be available to participate on CAT.

## **Definitions**

**Command/General Staff Member** – Person who is permanently attached to the CAT and expected to fill that functional position and respond with the CAT when dispatched.

**Alternate** - Person who is fully qualified in the position held and preferably has held that position on a Type III Team. This person is not permanently attached to the CAT and their availability is on an incident-by-incident basis.

**Coached Position** - Person needing coaching when a person has lost their currency due to time lapse, and they need a dispatch or on-the-job training to bring them up to date.

**Developmental/Trainee/Assistant** - One who has completed all formal training required for a position, but lacks on-the-job experience of performing the duties of that position.

## **DIRECTORY OF TEAM COORDINATORS**

### **TEAM COORDINATOR 2011**

Don Pyrah – Rural Fire Specialist (Lewistown)

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### **Deputy Coordinator**

John Raisler – Eastern Land Office

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## **OTHER ITEMS FOR LOCAL AREA MANAGER & COUNTY COMMISSIONER TO CONSIDER**

- Advise Line Officer of situation and team arrival.
- Briefing for take-over and release.
- Complete Incident Situation Assessment.
- Identify incident camp location.
- Assign Liaison Officer (County Fire Advisor).
- Have maps of incident area available for team.
- Preattack Plans, County Fire Management Plans.
- Alert evacuation officials (County DES & Sheriff).
- Identify need for EEO considerations.
- Identify local trainee needs.
- Identify need for Dispatch.
- Logistics local support group.
- Identify vehicles for team use.
- Fuel source.
- Garbage pickup.
- Potable water.
- Staging/Mob Centers.
- Grey water.
- Food source.
- Coordinated Information releases.
- Identify finance needs (ISUITE, MT CARS).

# TEAM FORMS

Samples are shown  
Use Excel files for your work



Section	Overhead	Name	Equip	#	Supplies	#	Crews	#	Aircraft	#	Comments	
											Provider	Dispatch
									DNRC Type 2 Helo	1		
		<b>HMGD</b> Helicopter Manager								1		
		<b>HECM</b> Helicopter Crew								1		
					HELO Fuel Truck					1		
									DNRC Type 2 Helo	1		
		<b>HMGD</b> Helicopter Manager								1		
		<b>HECM</b> Helicopter Crew								1		
					HELO Fuel Truck					1		

Section	Overhead	Name	Equipment	#	Supplies	#	Crews	#	Aircraft	#	Comments	
											Provider	Dispatch
COMMAND	IC	Doug Williams	DNR-1738								NELO	LEC
		Doug Williams	M- 8305 (Ranger)								NELO	LEC
		Doug Williams	M-8459 (Trailer)								NELO	LEC
	IC-deputy	Todd Klemann	DNR-1579								FMB	MDC
	IOFR	Linda Williams	DSL-919								NELO	LEC
	IOFR	Dwayne Andrews	own vehicle								ELO	MCC
	LOFR	Doug Martens	own vehicle								ELO	MCC
	SOFR	Dwight Tague	own vehicle								ELO	MCC
	SOFR	Floyd Fisher	53-1 (Pickup)								NELO	LEC
	SOFR	Floyd Fisher	53-63 (ATV)								NELO	LEC
	SOFR	Tim Crosmer	DNR-1892								NELO	LEC
OPERATIONS	OSC	George Luther	own vehicle								ELO	MCC
	OSC	Chuck Quinell	own vehicle								ELO	MCC
	DIVS	Pat Hultin	DNR-1046								NELO	LEC
	DIVS	John Raisler	DNR-XXXX								ELO	MCC
	DIVS	Matt Hedrick	DNR-1811								FMB	MDC
	DIVS	David Hamilton	DNR-1936								CLO	HDC
	DOZB		own vehicle								From rostered alternates	
	STEN/TFLD	Brad Adler	own vehicle								ELO	MCC

Section	Overhead	Name	Equipment	#	Supplies	#	Crews	#	Aircraft	#	Comments	
											Provider	Dispatch
	STEN/TFLD	Robert Ebelilng Jr.	own vehicle								NELO	LEC
	STEN/TFLD	Don Pyrah	DNR-1920								NELO	LEC
	STEN/TFLD	Hunter Bell????	own vehicle								SLO	BDC
			DNRC T5/T6 Engines	10							DNRC primary, Contract engines acceptable	
			DOZ-Type 2, (D6,T5-T8)	1								
			Skidgen-Type 2, (SK3-5)								TBD by incident	
			Tender-Type 2, (2500-5000 gal)								TBD by incident	
			Tender-Type 3, (1000-2500 gal)	2							TBD by incident	
CREWS							Camp Crew				TBD by incident	
							Prison Crew				TBD by incident	
							Type 2				TBD by incident	
							Type 2-IA				TBD by incident	
							Type 1				TBD by incident	
AIRCRAFT									DNRC Type 2 Helo	1		



Section	Overhead	Name	Equipment	#	Supplies	#	Crews	#	Aircraft	#	Comments	
											Provider	Dispatch
	EQTR	Dave Mousel	DNR-XXXX								CLO	HDC
	THSP (computer spec)	Carolyn Wolf	DNR-XXXX								CLO	HDC
			DNR-3A	1							Finance/Plans Trailer	
LOGISTICS	LSC	Jerry Buhre	DNR-1860								NELO	LEC
	LSC-deputy	Dan Dobler	DNR-xxxx								CLO	HDC
	SUPL (T)	Monte McNally	DNR-xxx								NELO	LEC
	SPUL (T)	Mike Daily	DNR-xxxx								NELO	LEC
	COML	Sean Gallagher	DNR-xxx								FMB	MDC
	COML (T)	Todd Gansel	owned vehicle								SLO	BDC
	RADO	Ron Glass	own vehicle								filled by dispatch-Montana	
	FACL (T)	Matt Poole	DNR-xxxx								NELO	LEC
	GSUL (T)	Rich Rose	DNR-xxxx								FMB	MDC
	EQPM (T)	John Sanders	DNR-1004								CLO	HDC
	MECH		DNR-xxxx								FMB	MCC
			CAT Supply Semi-Trailer	1							ELO	MCC
			DNRC Kitchen	1								ELO/SLO
			Reefer Truck/Trailer	1							TBD by initial food order by kitchen cook	
			Potable Water Truck PWT-3	1								

Section	Overhead	Name	Equipment	#	Supplies	#	Crews	#	Aircraft	#	Comments	
											Provider	Dispatch
			Grey Water Truck Type 1	1								
			Fuel Tender Type-3, 750 gas/750 diesel	1								
			Porta-Potties, daily service	10								
			Hand Wash Station, daily service	6							SLO sinks or 6 separate wash stations	BDC
			30 Yard Dumpster	1								
SUPPLIES					ELO Plotter	1					ELO - Load in Supply Trailer	MCC
					Satellite, BGAN system						ELO - Load in Supply Trailer	MCC
					Radio Cache, 15 each	2					ELO	MCC
					LOGS Radio Cache						NELO - Load in Finance Trailer	LEC
					Portable Repeater						ELO - Load in Supply Trailer	MCC
					NFES #1145 Class A Foam	20 pls						
					NFES #0105 Fusees	6 bx						
					NFES #3007 Lightstick, red	2 bx					10 per box	
					NFES #3012 Lightstick, yellow	2 bx					10 per box	
					NFES #3009 Lightstick, green	2 bx					10 per box	
					NFES #7402 Ribbon, Flagging	2 bx					Red and white	

Section	Overhead	Name	Equipment	#	Supplies	#	Crews	#	Aircraft	#	Comments	
											Provider	Dispatch
					NFES #2698 Table, Folding	2					1-6" and 1-8' preferred	
					NFES #0315 Wrap, Stretch	2					1-2"and 1-5"	
					NFES #0970 Security Fence K	1						
					NFES #0030 Batteries--AA	576						
					NFES #0033 Batteries--D	144						
					NFES #0021 Bag, Garbage	2 bx						
					NFES #1760 100 Person 1st Aid Kit	1						
					NFES #1016 Hose, garden	2 bx					20 per box	
					NFES #1238 Hose, 1" NPSH	8 bx					2-100' per box	
					NFES #1239 Hose, 1.5" NH	8 bx					2-100' per box	
					NFES #2047 Chair, folding	1 bx					metal	
					Telephone Lines	4					3 plus 1 FAX line	
					MREs	12					12 per box	
					Ice Chests, Lg	4						
					Gator Aid, Sports - cases	30						
					Bottled Water - cases	30						
					Ice cube bags	50						
					Ice block bags	20						
					Horse Trough	1						

Section	Overhead	Name	Equipment	#	Supplies	#	Crews	#	Aircraft	#	Comments	
											Provider	Dispatch
					Lunches/meals in-briefing	60						
					2nd Op period breakfast	60						
					2nd Op period lunches	60						

SAMPLE PAGE



Section	Overhead	Name	Equip	#	Supplies	#	Crews	#	Aircraft	#	Comments	
											Provider	Dispatch
			DNRC T5/T6 Engines	10							DNRC primary, Contract engines acceptable	
			DOZ-Type 2 (D6,T5-T8)	1								
			Skidgen-Type 2 (SK3-5)								TBD by incident	
			Tender-Type 2 (2500-5000 gal)								TBD by incident	
			Tender-Type 3 (1000-2500 gal)	2								
			CAT Finace Trailer	1								
			DNR-3A									
							Camp Crew				TBD by incident	
							Prison Crew				TBD by incident	
							Type 2				TBD by incident	
							Type 2-IA				TBD by incident	
							Type 1				TBD by incident	

Section	Overhead	Name	Equip	#	Supplies	#	Crews	#	Aircraft	#	Comments	
											Provider	Dispatch
			CAT Supply Semi-Trailer	1							ELO	MCC
			DNRC Kitchen	1								ELO/SLO
			Reefer Truck/Trailer	1							TBD by incident	
			Potable Water Truck (PWT-3)	1								
			Grey Water Truck (Type 1)	1								
			Fuel Tender (T-3) 750 gas/750 diesel	1								
			Porta-Potties (daily service)	10								
			Hand Wash Station (daily service)	6 sinks							SLO or 6 separate wash stations	BDC
			30 Yard Dumpster	1								
					ELO Plotter	1					ELO Load in Supply Trailer	MCC
					Satellite BGAN system						ELO Load in Supply Trailer	MCC

Section	Overhead	Name	Equip	#	Supplies	#	Crews	#	Aircraft	#	Comments	
											Provider	Dispatch
					Radio Cache (15 each)	2					ELO - NELO	MCC 1 LEC 1
					LOGS Radio Cache						NELO Load in Finance Trailer	LEC
					Portable Repeater						ELO Load in Supply Trailer	MCC
					NFES #1145 Class A Foam	20 pls						
					NFES #0105 Fusees	6 bx						
					NFES #3007 Lightstick, red	2 bx					10 per box	
					NFES #3012 Lightstick, yellow	2 bx					10 per box	
					NFES #3009 Lightstick, green	2 bx					10 per box	
					NFES	2					Red and	

Section	Overhead	Name	Equip	#	Supplies	#	Crews	#	Aircraft	#	Comments	
											Provider	Dispatch
					#7402 Ribbon, Flagging	bx					white 12 per box	
					NFES #2698 Table, Folding	2					1-6' and 1- 8' preferred	
					NFES #0315 Wrap, Stretch	2					1-2"and 1- 5"	
					NFES #0970 Security Fence K	1						
					NFES #0030 Batteries- AA	57 6						
					NFES #0033 Batteries-D	14 4						
					NFES #0021 Bag, Garbage	2 bx						
					NFES #1760 100 Person	1					First Aid Kit	
					NFES #1016	2 bx					20 per box	

Section	Overhead	Name	Equip	#	Supplies	#	Crews	#	Aircraft	#	Comments	
											Provider	Dispatch
					Hose, garden							
					NFES #1238 Hose, 1" NPSH	8 bx					2-100' per box	
					NFES #1239 Hose, 1.5" NH	8 bx					2-100' per box	
					NFES #2047 Chair, folding	1 bx					metal - 5 per box	
					Gator Aid, Sports drink (cases)	30						
					Ice Chests, Lg	4						
					Telephone Lines	4					3 plus 1 FAX line	
					MREs	12					12 per box	
					Bottled Water (cases)	30						
					Ice cube bags	50						
					Ice block	20						

[illegible]

Section	Overhead	Name	Equip	#	Supplies	#	Crews	#	Aircra
<b>COMMAN D</b>		Doug Williams	M-8305 (Ranger)						
		Doug Williams	M-8459 (Trailer)						
	<b>IC-deputy</b>	Todd Klemann	DNR- 1579						
	<b>IOFR</b>	Linda Williams	DSL-919						
	<b>IOFR</b>	Dwayne Andrews	own vehicle						
	<b>LOFR</b>	Doug Martens	own vehicle						
	<b>SOFR</b>	Dwight Tague	own vehicle						
	<b>SOFR</b>	Floyd Fisher	53-1 (Pickup)						
		Floyd Fisher	53-63 (atv)						
	<b>SOFR</b>	Tim Crosmer	DNR- 1892						
<b>OPERATIO NS</b>	<b>OSC</b>	George Luther	own vehicle						
	<b>OSC</b>	Chuck Quinell	own vehicle						
	<b>DIVS</b>	Pat Hultin	DNR- 1046						
	<b>DIVS</b>	John Raisler	DNR- 1674						
	<b>DIVS</b>	Matt Hedrick	DNR- 1811						
	<b>DIVS</b>	David Hamilton	DNR- 1936						
	<b>DOZB</b>		own vehicle						
	<b>STEN/TFL D</b>	Brad Adler	own vehicle						
	<b>STEN/TFL D</b>	Robert Ebelilng Jr.	own vehicle						
	<b>STEN/TFL D</b>	Don Pyrah	DNR- 1920						
	<b>STEN/TFL D</b>	Hunter Bell	own vehicle						
<b>PLANS</b>	<b>PSC</b>	Steve Stanhope	own vehicle						
	<b>RESL</b>	Gayle Arntzen							

Section	Overhead	Name	Equip	#	Supplies	#	Crews	#	Aircra
	<b>SCKN (T)</b>	Laurie Lohrer							
	<b>DOCL (T)</b>	Bill Creamer	DNR-1662						
	<b>RESL (T)</b>	Kevin Chappel	DNR-1636						
	<b>DMOB (T)</b>	Glena Tonne	DNR-1048						
	<b>THSP</b>	Fred Bicha	MP-11B92						
	<b>FOBS (T)</b>	Dey Muckle	own vehicle						
<b>FINANCE</b>	<b>FSC</b>	Becky Shepard	DNR-1725						
	<b>Time (T)</b>	Laura Kiehl							
	<b>PTRC</b>	Stephanie Kellog							
	<b>EQTR</b>	Dave Mousel							
	<b>THSP</b> computer spec	Carolyn Wolf							
<b>LOGISTICS</b>	<b>LSC</b>	Jerry Buhre	DNR-1860						
	<b>LSC-deputy</b>	Dan Dobler	DNR-xxxx						
	<b>SUPL (T)</b>	Monte McNally	DNR-1593						
	<b>SPUL (T)</b>	Mike Daily	MP-11B19						
	<b>COML</b>	Sean Gallagher	DNR-1092						
	<b>COML (T)</b>	Todd Gansel	owned vehicle						
	<b>RADO</b>	Ron Glass	own vehicle						
	<b>FACL (T)</b>	Matt Poole	MP-11B61						
	<b>GSUL (T)</b>	Rich Rose	DNR-xxxx						
	<b>EQPM (T)</b>	John Sanders	DNR-1004						
	<b>MECH</b>		DNR-xxxx						



**AGENCY ADMINISTRATOR BRIEFING**

**PLANS SECTION**

FIRE NAME \_\_\_\_\_ FIRE NUMBER \_\_\_\_\_

COUNTY \_\_\_\_\_ LAT/LONG \_\_\_\_\_

CAUSE \_\_\_\_\_ SIZE \_\_\_\_\_ FUEL TYPES \_\_\_\_\_

INITIAL ACTIONS \_\_\_\_\_

GENERAL AREA WEATHER CONDITIONS \_\_\_\_\_

PREDICTED WEATHER \_\_\_\_\_

FIRE MAP \_\_\_\_\_ ANCHOR POINTS \_\_\_\_\_ NATURAL BARRIERS \_\_\_\_\_

FIRE SPREAD/BEHAVIOR \_\_\_\_\_

FIRE BEHAVIOR HISTORY \_\_\_\_\_

DELEGATION OF AUTHORITY \_\_\_\_\_ EFSA \_\_\_\_\_

RESOURCE ADVISORS \_\_\_\_\_

RESOURCE/LAND VALUES \_\_\_\_\_ WILDERNESS/ROADLESS AREAS \_\_\_\_\_

REHAB POLICY/PLAN \_\_\_\_\_

EVACUATION PLAN: LOCAL AUTHORITY \_\_\_\_\_

LAW ENFORCEMENT \_\_\_\_\_ DES \_\_\_\_\_

TRIGGER POINT \_\_\_\_\_

REVIEW EXISTING CONTROL PLAN \_\_\_\_\_ IA PLAN \_\_\_\_\_

REVIEW OPERATING PLAN \_\_\_\_\_ OTHER AGENCY AGREEMENTS \_\_\_\_\_

**OPERATIONS SECTION**

PRIORITIES FOR CONTROL \_\_\_\_\_

PERSONNEL ON FIRE (GENERAL) \_\_\_\_\_

CONDITION OF PERSONNEL \_\_\_\_\_

EQUIPMENT ON FIRE (GENERAL) \_\_\_\_\_

PERSONNEL/EQUIPMENT ORDERED \_\_\_\_\_

\_\_\_\_\_

LOCAL IC/PHONE \_\_\_\_\_ OVERHEAD ON LINE \_\_\_\_\_

ENGINE SHOW \_\_\_\_\_ HELICOPTER \_\_\_\_\_ TANKER \_\_\_\_\_ DOZER \_\_\_\_\_

EFFECTIVENESS \_\_\_\_\_

HELICOPTERS ASSIGNED \_\_\_\_\_ TANKERS ASSIGNED \_\_\_\_\_

HELISPOT/HELIBASE LOCATIONS \_\_\_\_\_

ARFF PROTECTION AVAILABLE? \_\_\_\_\_

AIR ATTACK SUPV. \_\_\_\_\_ AIRPORT/PHONE # \_\_\_\_\_

LOCAL FIRE POLICY/PLAN \_\_\_\_\_

WATER AVAILABILITY \_\_\_\_\_ OTHER FIRES IN AREA \_\_\_\_\_

**SAFETY**

LOCAL EMS CONTACT NAME/PHONE \_\_\_\_\_

CLOSEST MEDICAL FACILITY \_\_\_\_\_

CLOSEST BURN CENTER \_\_\_\_\_

MEDIVAC ARRANGEMENTS \_\_\_\_\_

KNOWN LOCAL SAFETY HAZARDS \_\_\_\_\_

**LOGISTICS SECTION**

LOCAL LOGISTICS CONTACT/PHONE\_\_\_\_\_

INCIDENT BASE LOCATION\_\_\_\_\_

LAND USE AGREEMENT IN PLACE\_\_\_\_\_

LANDOWNER NAME FOR CONTRACT\_\_\_\_\_

UTILITIES:      POWER CO. CONTACT/#\_\_\_\_\_

PHONE CO. CONTACT/#\_\_\_\_\_

CELL CO. CONTACT/#\_\_\_\_\_

CELL COVERAGE???\_\_\_\_\_

ALTERNATE CAMP SITE\_\_\_\_\_STAGING AREA\_\_\_\_\_

TRANSPORTATION ROUTES\_\_\_\_\_

SUPPLY SYSTEM (LOCAL SUPPLY, CACHE, PROCEDURES\_\_\_\_\_

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**FINANCE SECTION**

FINANCIAL CONSTRAINTS\_\_\_\_\_

CONTACTING OFFICER\_\_\_\_\_IBA\_\_\_\_\_

PAY RULES UNIQUE TO AGENCY\_\_\_\_\_

COST SHARE AGREEMENT\_\_\_\_\_

AIR SUPPORT COSTS TO DATE\_\_\_\_\_

AIR SUPPORT CONTACT NAME/PHONE: \_\_\_\_\_

ACCIDENTS/INJURIES (CLAIMS) TO DATE: \_\_\_\_\_

LAND USE AGREEMENT CONTACT NUMBER: \_\_\_\_\_

CHARGE CODES\_\_\_\_\_

COUNTY EQUIPMENT/COUNTY VOLUNTEER PAY STATUS\_\_\_\_\_

MUTUAL AID IN EFFECT? \_\_\_\_\_ START DATE/TIME \_\_\_\_\_

**INFORMATION/LAISON**

LAND OFFICE CONTACT: NAME/PHONE \_\_\_\_\_

AGENCY LINE OFFICER(S): NAME/AGENCY/PHONE \_\_\_\_\_

\_\_\_\_\_

COUNTY COMMISSIONERS: NAME/PHONE \_\_\_\_\_

DES CONTACT: NAME/PHONE \_\_\_\_\_

FIRE HISTORY \_\_\_\_\_

POLITICAL CONSIDERATIONS/ISSUES \_\_\_\_\_

\_\_\_\_\_

LOCAL RELATIONSHIPS \_\_\_\_\_

MEDIA CONTACTS (PHONE/FAX #'S) \_\_\_\_\_

\_\_\_\_\_

LOCAL NRCS CONTACT: NAME/PHONE \_\_\_\_\_

COUNTY EXTENSION AGENT: NAME/PHONE \_\_\_\_\_

**INCIDENT COMMANDER**

AGENCY LINE OFFICER \_\_\_\_\_

TRANSITION CONTEMPLATED? \_\_\_\_\_

INVESTIGATION \_\_\_\_\_ INVESTIGATOR \_\_\_\_\_

OWNERSHIP(S) INVOLVED \_\_\_\_\_

AGENCY LAISON(S) \_\_\_\_\_

LAND OWNERSHIP STATUS \_\_\_\_\_

LEGAL CONSIDERATIONS \_\_\_\_\_

CONDITION OF AGENCY PERSONNEL/OH TEAM \_\_\_\_\_

Rev.5/9/11

## **RETURN OF DELEGATION of AUTHORITY.**

The signing of this document returns the authority and responsibility for the management of the \_\_\_\_\_ Fire to the Agency Administrator having protection responsibility for the land on which the Fire is located.

It is mutually agreed the objectives and management direction have been met and the \_\_\_\_\_ Incident Management Team is hereby released effective

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Incident Commander

\_\_\_\_\_  
Agency Administrator

### Interagency Incident Team Evaluation

Team IC:		Type		
Incident:		Fire #		
1. Did the Team accomplish the objectives described in the Wildland Fire Situation Analysis (WFSA), the Delegation of Authority, and the Agency Administrator Briefing (if available)?				
		Yes		No
2. Was the Team cost-effective in their management of the incident?				
		Yes		No
3. Was the Team sensitive to resource limits and environmental concerns?				
		Yes		No
4. Was the Team sensitive to political and social concerns?				
		Yes		No

5. Was the Team professional in the manner which they assumed management of the incident, managed the total incident, and returned it to the hosting agency?				
	Yes		No	
6. Did the Team anticipate and respond to changing conditions in a timely and effective manner?				
	Yes		No	
7. Did the Team place the proper emphasis on safety?				
	Yes		No	
8. Did the Team activate and manage the demobilization in a timely, cost-effective manner?				
	Yes		No	

9. Did the Team attempt to use local resources and trainees, and closest available forces to the extent practical?				
	Yes		No	
10. Was the IC an effective manager of the Team and its activities?				
	Yes		No	
11. Was the IC obviously in charge of the Team and incident? Was the IC performing a leadership role?				
	Yes		No	
12. Was the IC aggressive in assuming responsibility for the incident and initiating action?				
	Yes		No	



13. Did the IC express a sincere concern and empathy for the hosting unit and local conditions?			
	Yes		No
14. Other comments:			
Agency Administrator or Agency Representative:		Date:	
Incident Commander:		Date:	